

AGENDA (Revised)
ACTION MEETING OF THE BOARD OF EDUCATION
FRANKLIN TOWNSHIP PUBLIC SCHOOLS
FRANKLIN MIDDLE SCHOOL LIBRARY/CAFETERIA
DECEMBER 19, 2013 – 6:30 P.M.

CALL OF ROLL

Mr. Richard E. Arline
Mr. Delvin Burton
Mr. Thomas J. Lewis
Mrs. Eva M. Nagy, Vice President
Dr. Julia Presley, President

Mr. Richard Seamon
Ms. Keisha Smith-Carrington
Mr. Robert T. Trautmann
Mrs. Betty Whalen

Student Liaison
Monil Patel

Mr. Edward Q. Seto, Superintendent of Schools
Mr. John Calavano, Assistant Superintendent for Business/Board Secretary
Ms. Eveny Pagán, Assistant Superintendent for Curriculum & Instruction
Ms. Lynne Crawford, Director of Pupil Personnel Services
Mr. Orvyl Wilson, Director of School Management

___ Members of the Public

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the "Open Public Meetings Act" P.L. 1975, c. 231 (Sunshine Law), the schedule and notification of this meeting have been provided for on August 23, 2013 and December 6, 2013. Copies of this notice were faxed to the **Courier News**, the **Home News Tribune**, **The Star-Ledger**, **The Trenton Times**, Franklin Township Clerk/Manager, WCTC Radio, District Schools, Offices and Associations, PTO Presidents, and posted on the Central Administration Building notice board.

MISSION STATEMENT OF THE FRANKLIN TOWNSHIP PUBLIC SCHOOLS

The Mission of the Franklin Township Public Schools is to provide excellent educational opportunities that meet or exceed New Jersey Core Curriculum Content Standards for every student; maintain an environment that engenders an appreciation of the value of every student; develop every student to his/her highest potential; and instill the attitudes, skills, and knowledge necessary to become independent, contributing members of a democratic, multi-cultural society.

DISTRICT GOALS

CURRICULUM AND INSTRUCTION: *To develop and implement a comprehensive assessment program designed to meet the needs of all students through the use of formative and summative assessments aligned to the common core standards and integrated into instruction.*

COMMUNICATIONS AND PUBLIC ENGAGEMENT: *To promote community engagement and effective communication to and from all stakeholders.*

CULTURE AND CLIMATE: *To continue the District's efforts to safeguard students and staff, enhance the culture and environment of our schools and improve relationships among and between students; staff; parents/guardians; and the community that promote respect, motivation for learning and creativity in and for our students.*

FACILITIES: *Utilizing the District's 2011-2021 Long-Range Facilities Plan, finalize a building program (including application for state grants and outside funding sources) that will enhance and improve the District's delivery of education to all students; provide additional classroom space to address the projected enrollment growth over the next several years; address critical maintenance issues in all existing facilities and consider potential changes to the delivery of education.*

I. Action to Adopt the Agenda

Moved:

Seconded:

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Confidential Session – Library

Moved:

Seconded:

Motion to adjourn to confidential session to conduct a grievance hearing. Minutes of the confidential session will be made public when the reason for confidentiality no longer exists.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Return to open session at 7:30 pm in the Cafeteria.

II. Superintendent’s Report

III. Board President’s Report

IV. Comments From The Public *(5 minutes per speaker - any topic)*

V. New Business

R-1 Monthly Reports

Moved:

Seconded:

Acknowledge receipt of the following reports, attached and made a part of the minutes:

- | | | | |
|----|--|----------|---------------|
| a. | Principals’ Reports | November | Exhibit R-1.a |
| b. | Attendance Officer’s Report | November | Exhibit R-1.b |
| c. | Enrollment Report | November | Exhibit R-1.c |
| d. | School Safety Report
<i>(Fire Drills, Lockdowns, Evacuations, etc.)</i> | November | Exhibit R-1.d |
| e. | Suspension Report | November | Exhibit R-1.e |

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

M-1 Minutes of Board Meetings

Moved:

Seconded:

Approve the minutes of the following meetings of the Franklin Township Board of Education:

- | | | | |
|----|-------------------|--------------|----------------|
| a. | November 14, 2013 | Work Session | Exhibit M-01.a |
| b. | November 14, 2013 | Confidential | Exhibit M-01.b |
| c. | November 21, 2013 | Action | Exhibit M-01.c |
| d. | November 21, 2013 | Confidential | Exhibit M-01.d |

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Administration**A-01 Travel & Related Expense Reimbursement**

Moved:

Seconded:

Adopt the following resolution:

Whereas, the Franklin Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district, and

Whereas, N.J.S.A. 18A:11-12 requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

Whereas, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

Whereas, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); therefore be it

Resolved, that the Board of Education hereby approves the attendance of the listed school board members and district employees at the attached training, seminars, conferences and conventions, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

Resolved, that the Franklin Township Board of Education authorizes in advance, as required by statute, attendance at the attached training, seminars, conferences and conventions as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit A-01)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-02 Affirm Harassment, Intimidation and Bullying Decisions

Moved:

Seconded:

Whereas, the Franklin Township Board of Education has received and accepted HIB Investigation Reports at its regularly scheduled Board of Education meeting on December 12, 2013; and

Whereas, these HIB Investigation Reports indicated each reported case of Harassment, Intimidation and Bullying and the results of the investigation also known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation and Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent's decisions in the cases listed in the HIB Investigation Reports previously accepted by the Board at its regularly-scheduled Board of Education meetings on December 12, 2013.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-03 Approve Internet Search Engines

Moved:

Seconded:

Approve the use of the following internet search engines to assist in evaluating candidates for employment in accordance with Regulation No. 4111R - Recruitment, Selection and Hiring of Professional Staff; and Regulation No. 2130R - Administrative Staff:

- a. Bing
- b. Google
- c. Yahoo

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-04 Bylaw Revisions – 2nd Reading & Adoption

Moved:

Seconded:

Approve the second reading and adoption of revisions to the following Bylaws as detailed in the exhibits attached hereto and made a part of the minutes. (Revisions to reflect current law.)

- a) Bylaw No. 9111 Qualifications (Exhibit A-04.a)
- b) Bylaw No. 9114 Resignation/Removal From Office (Exhibit A-04.b)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-05 Policy Revisions – 2nd Reading & Adoption

Moved:

Seconded:

Approve the second reading and adoption of revisions to the following Policy as detailed in the exhibit attached hereto and made a part of the minutes.

Policy No. 1315 Distribution of Materials to Pupils and Staff (Exhibit A-05)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Business

B-01 Warrants & Payrolls

Moved:

Seconded:

Approve the following on the certification of the Board Secretary that sufficient funds are available to meet these claims (attached hereto and made a part of the minutes):

- a. General warrants and payrolls in the amount of \$11,828,863.32 identified in the bills list. (Exhibit B-01.a)
- b. Food Service Enterprise Fund warrants in the amount of \$224,472.16 for the month of November 2013. (Exhibit B-01.b)

 Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-02 Transfer of Funds

Moved:

Seconded:

Approve Account Transfers No. 5 for the 2013-2014 school year, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-02)

 Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-03 Financial Reports

Moved:

Seconded:

Accept financial reports attached hereto and made a part of the minutes as follows:

- a. Report of the Board Secretary (A-148) (Exhibit B-03.a) (November)
- b. Report of the Treasurer (A-149) (Exhibit B-03.b) (November)
- c. Cash Reconciliation of A-148 & A-149 (Exhibit B-03.c) (November)
- d. Certification of the Asst. Supt. for Business/Board Secretary (Exhibit B-03.d) (November)
- e. Food Service Fund Financial Report (Exhibit B-03.e) (November)

 Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-04 Board of Education Monthly Certification

Moved:

Seconded:

Pursuant to N.J.A.C. 6A:23A-16.10(c)4 we certify that as of November 30, 2013 after review of Secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)(3) and that sufficient funds are available to meet the district's financial obligations for the fiscal year.

 Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-05 Contract Approval (All contracts are LEA-funded, unless otherwise noted.)

Moved:

Seconded:

Approve the following:

- a. An agreement with Lifetouch NSS, Phillipsburg, NJ to provide school pictures for Franklin Middle School students for the 2014-2015 school year, funded by students, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.a)
- b. A Facility Use Agreement with Rutgers Recreation for the College Avenue Gym Pool, the Cook/Douglass Recreation Center Pool, the Recreation locker rooms and restrooms from November 18, 2013 – January 31, 2014, for a fee of \$9,770.50, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.b)
- c. A contract with Apex Learning Digital Curriculum Solutions, Seattle, WA to provide digital curriculum and related services from July 1, 2014 through June 30, 2015 in the amount of \$21,700, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.c)
- d. A *revised* transportation contract renewal with Atlantic Express of New Jersey, Inc., New Brunswick, NJ from September 1, 2013 – June 30, 2014 identified as Contract AE02-08P *This contract was previously approved at the June 25, 2013 board meeting under Contract No. AE02-12P.*
- e. A quoted transportation contract with Atlantic Express of NJ, New Brunswick, NJ from December 2, 2013 to March 6, 2014 identified as Contract AE14-14P, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.e)
- f. An agreement to participate as a member in the Central Jersey Program for Diverse Recruitment (C.J.P.R.I.D.E) for the 2013-2014 school year for a fee of \$300.00, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.f)
- g. A contract with Black Bear Lake Country Club, Millstone Township, NJ for the Franklin High School 2014 senior class trip on May 29, 2014, as detailed in the exhibit attached hereto and made part of the minutes. Funded by FHS Student Activities Account. (Exhibit B-05.g)
- h. A contract with the Imperia on Easton, Somerset, NJ for the Yearbook Signing Dinner to be held on June 10, 2014 as detailed in the exhibit attached hereto and made a part of the minutes. Funded by FHS Student Activities Account. (Exhibit B-05.h)

Arline
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Smith-Carrington
Trautmann
Whalen
Presley

B-06 Acceptance and Adoption of Audit for Fiscal Year June 30, 2013

Moved:

Seconded:

Accept the financial audit and synopsis of the 2012-2013 school year as prepared by the firm Lerch, Vinci & Higgins, Fair Lawn, NJ. The audit synopsis, as detailed in the exhibit attached hereto and made a part of the minutes. (The complete Comprehensive Annual Financial Report and Management Report are on file in the office of the Board Secretary.) (Exhibit B-06)

Arline
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Trautmann
Whalen
Presley

B-07 Approval of Corrective Action Plan

Moved:

Seconded:

Approve an audit corrective action plan for the remediation of recommendations noted in the financial audit of the 2012-2013 school year, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-07)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-08 Change Orders

Moved:

Seconded:

- a. Ratify the approval of Change Order No. 2 to Open System Integrators, Inc., Manalapan, NJ, for new electric strikes/devices at various locations and an additional card reader at MacAfee Road School for a total amount of \$16,762.00, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-08.a)
- b. Ratify the approval of Change Order No. 8 to ModSpace, Woodbridge, NJ, for four Change Order Requests (COR), #016, 018, 022 and 025 for a total amount of \$36,290.52, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-08.b)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-09 Procurement of Goods and Services Through State Agency and Cooperative Purchasing Programs for the 2013-2014 School Year

Moved:

Seconded:

Whereas, Title 18A:18A-10 and 18A:18A-11 provide that a Board of Education, without advertising for bids or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property and school districts, municipalities and counties; and

Whereas, the Franklin Township Board of Education has the need, on a timely basis, to procure goods and services utilizing these contracts; and

Whereas, the Franklin Township Board of Education desires to authorize its purchasing agent for the 2013-2014 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year;

Now, Therefore, be it Resolved, that the Franklin Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property and school districts, municipalities and counties, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-09)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-10 School Facilities Projects

Moved:

Seconded:

Accept Preliminary Eligible Costs (PEC) as Final Eligible Costs (FEC) regarding the following State Projects as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-10)

<u>Project Number</u>	<u>School</u>	<u>Project</u>
1610-070-14-1008-G04	Elizabeth Avenue School	Masonry
1610-070-14-1007-G04	Elizabeth Avenue School	Infrastructure
1610-060-13-5004-G04	Franklin Middle School	Roof
1610-100-14-1013-G04	Hillcrest School	4 Spec. Ed. Clsrms.
1610-100-13-4002-G04	Hillcrest School	Roof
1610-115-13-3001-G04	MacAfee Road School	Roof
1610-150-13-4003-G04	Sampson G. Smith School	Roof
1610-150-14-1021-G04	Sampson G. Smith School	Boiler
1610-150-14-1029-G04	Sampson G. Smith School	Infrastructure

ArlineBurtonLewisNagySeamonSmith-CarringtonTrautmannWhalenPresley**Curriculum and Instruction****C-01 Out of District Students, School Year 2013-2014**

Moved:

Seconded:

Approve out of district placements for students, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-01)

ArlineBurtonLewisNagySeamonSmith-CarringtonTrautmannWhalenPresley**C-02 Field Trip Applications (*Involving overnight, over 150 miles, or air travel*)**

Moved:

Seconded:

Approve the following field trip applications:

- a. Franklin High School Model United Nations to attend the 2014 Ivy League Model UN Conference sponsored by the University of Pennsylvania, Philadelphia, PA, January 30, 2014 – February 2, 2014, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-02.a)
- b. Franklin High School DECA Club (Distributive Education Club of America) to attend the 2014 DECA State Blue Conference Competition at the Crowne Plaza Hotel, Cherry Hill, NJ, March 10 – 12, 2014 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-02.b)
- c. Franklin High School Varsity Cheerleaders to attend the UCA High School National Cheerleading Competition in Walt Disney World in Orlando, FL, February 6 – 10, 2014, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-02.c)

ArlineBurtonLewisNagySeamonSmith-CarringtonTrautmannWhalenPresley

C-03 Amend ESEA / NCLB FY 2014

Moved:

Seconded:

Approve amendment to the ESEA / NCLB FY 2014 application to bring forward carry-over from prior year, 2013, as follows:

Title I \$348,988

Title IIA \$159,520

Title III \$17,235

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Personnel

P-01 Workers' Compensation Settlement

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve authorization to settle a Workers' Compensation claim in the matter of the following employee:

Employee No. 7001 for an amount not to exceed \$26,529.00

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

P-02 Adjustment to Hourly Rate

Moved:

Seconded:

Approve adjustment to the hourly rate for Food Service Substitute workers from \$8.00 per hour to \$9.00 per hour effective January 1, 2014.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

P-03 Personnel Report No. 10, Including Attachments A & B, dated December 19, 2013

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve Personnel Report No. 10, including attachments "A" and "B", as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-03)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Board Discussion: a. Director of Personnel
b. Privatization / Budget Issues

Note: Any matters which arise after this agenda is posted which are so urgent that their omission would seriously affect the operation of the district will be considered at this point in the agenda.

